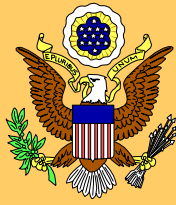


VACANCY ANNOUNCEMENT



Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

TO: All Interested Candidates
SUBJECT: USOECD Administrative Clerk

DATE: Aug. 4, 2010
NUMBER: V-2010-022

OPEN TO: All Interested Candidates (See Definitions)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

POSITION: PC-2005 - USOECD Administrative Clerk
LES-06, FP-08 *

OPENING DATE: August 4, 2010

CLOSING DATE: August 18, 2010

WORK HOURS: Full-time: 40 hours/week for AEFMs/NORs
Full-time: 35 hours/week for Ordinarily Residents:

SALARY: Not Ordinarily Resident: \$33,390.00 gross p.a. (starting salary)
Ordinarily Resident: €30,530.00 gross p.a. (starting salary)

* Actual grade and salary will be based on the qualifications of the applicant

The U.S. Embassy in Paris seeks an Administrative Clerk for the U.S. Delegation to the OECD.

BASIC FUNCTION OF POSITION:

The incumbent provides secretarial support to the Advisors for Labor and Governance and Economic Development and Industry at the U.S. Mission to the OECD and for the 200-300 U.S. delegates that visit the OECD each year in connection with meetings in these areas. Major duties and responsibilities include:

- Manages U.S. delegate/visitor process for 200-300 delegates annually.
- Uses the Internet and OECD OLIS system to locate, retrieve, and disseminate information related to the Advisors' portfolios and relevant meetings.
- Develops and maintains contacts in USG agencies in Washington, the U.S. Embassy in Paris and OECD Secretariat, Directorates, and Committees, and other OECD Member delegations in order to obtain or provide work-related information related to the Advisors' portfolios.
- Maintains calendars for the Advisors, posting new appointments, scheduling meetings,

and responding to invitations. Maintains filing system.

- Monitors and distributes incoming phone calls, cables, messages and documents on the unclassified computer system.
- Assists with arranging representational events for the Advisors, and Washington delegations.
- Coordinates with others in the Economic Section and the Tri Mission Management (TMM) Section regarding the ordering of office supplies and publications, maintenance or repairs of equipment, arranging transportation and other matters.
- Keeps abreast of developments in OECD activities relating to Labor, Governance, Economic Development and Industry and other relevant fields to be able to respond to routine information requests within and outside the Mission, and to support other duties.
- Provides back-up support to other Economic or Front Office OMS (Office Management Specialist)

QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Education:

At least two years of college (or equivalent business school training) is required.

Prior Work Experience:

Minimum two years of prior management and/or secretarial experience is required.

Language proficiency:

English (W-R-S), Level -4 – Fluency is required.

Knowledge:

Good knowledge of office correspondence procedures, English grammar, spelling, format, punctuation, etc. is required. Ability to use the OECD's OLIS computer system to register delegates and produce reports is required.

Skills and abilities:

Excellent organizational skills are required. Ability to identify and set priorities, handle multiple tasks accurately under tight deadlines with little or no instruction or supervision is required. Ability to work under stress. Must possess good interpersonal skills, be a team player and be service-oriented. Must demonstrate tact and diplomacy in dealing with VIP visits and special requests.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA (See Definitions):

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a position with a “When Actually Employed” (WAE) work schedule.

TO APPLY:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment: SF-171 (hard copies available with HR) or OF 612 or
2. A current resume or curriculum vitae in English that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Evidence of authorization to work in France:

- For a dual national, copy of the European identity card (if not an EFM).
- For a non-French citizen, copy of the carte de séjour with a valid work permit.

SUBMIT APPLICATION TO:

Embassy of the USA
Human Resources Office
Attn: Genevieve Bayle or Jérôme De La Matter
2 Avenue Gabriel
75382 Paris Cedex 08

POINT OF CONTACT:

TEL: 01-43-12-25-74
FAX: 01-43-12-24-36 or 01-43-12-26-52
EMAIL: bayleGB@state.gov or DeLaMaterJE@state.gov

DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:
 - (1) U.S. citizen; and
 - (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is

- unmarried and at least 18 years old; and
- (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
- (4) Residing at the sponsoring employee's post of assignment abroad; and
- (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

2. Eligible Family Members:

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are *unmarried and* incapable of self support. The term "*children*" shall include natural offspring, step-children, adopted children, and those under *permanent* legal guardianship (*at least until age 18*), or *comparable permanent custody arrangement*, of the employee or spouse when dependent upon and normally residing with the guardian or custodial party;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- (4) Spouse.

3. Member of household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

4. Ordinarily resident (OR): A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

5. Not Ordinarily Resident (NOR): An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of “ordinarily resident” below) in the host country; and
- (3) Is not subject to host-country employment and tax laws; and
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

CLOSING DATE FOR THIS POSITION: August 18, 2010, (COB, at 5:00 p.m.)

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted: HR: GBayle

Cleared: USOECD: LTamlyn
HR: TKomons

Approved: TMM: MLaBonte